

STAFF REPORT

Meeting Date: 06/09/06

Agenda Item: 7

To: BEACON Board of Directors

From: Executive Director

Date 06/09/06

Subject: FY 2006-2007 Annual Staff/Consultant Agreements

REQUIRED ACTION:

- a. Approve Technical Advisor Services, \$12,500, Bailard
- b. Approve Legal Services, \$12,000, Santa Barbara County Counsel
- c. Approve Financial and Accounting Services, \$31,000, Ventura Auditor-Controller
- d. Approve Project Management Services, \$30,000, COM3
- e. Authorize Executive Director to retain the services of Federal Lobbyist, Howard Marlowe and Associates for a fixed fee of \$10,000
- f. Authorize Executive Director to retain the services of Annual Audit Services Contract Not-To-Exceed \$5,000.

DISCUSSION:

Since BEACON has no employees, all functions are carried out by either member agencies' staff or contract consultants. BEACON's operations and activities should be about the same as last year so the Technical Advisor, Legal, and Project Management Services are the same amounts as last year. The Auditor Services are proposed to be increased by \$5,000 over last year's due mostly to the large amount of grants that will still be processed next year.

The annual contracts for BEACON's federal lobbyist, Howard Marlowe, and for auditing (last year with Lutz, Law & Erlbaum, CPAs) are not currently ready for approval. Therefore, the staff recommendation is to allow the Executive Director to retain their services for a maximum cost not-to-exceed of \$10,000 and \$5,000 respectively. Marlowe's contract amount has not changed, and Lutz, et al may need to be higher than the \$2,800 from last year.

Recommendations are based upon a consensus of BEACON's administrative staff and reflect the planned expectations with contracts and grants now approved. If there are additional projects approved or sought, additional services will be required.



A California Joint Powers Agency

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